

## **Staff**

### **Privacy statement**

#### **Who we are**

Discovery Student Volunteering Swansea is a student led organisation that aims to serve the community of Swansea by enriching people's lives, challenging discrimination and supporting disabled people.

#### **Why we keep information**

As a member of staff we need to keep some information about you. This is the information you give us in your application process, via supervision and information to enable us to pay you your salary and expenses.

We always keep your information stored in a locked drawer or on a password protected computer file.

We will keep information about your Health if you give us permission to do so, this will be to help us ensure that your work place and tasks are safe and healthy for you

#### **Sharing information**

We may occasionally share information about you to help publicise and promote Discovery, this might be photos of you while you are at our events or nice things you have said about us.

We will share some information about you with our accountants as they manage our payroll, your pension provider, Swansea University, as you are an affiliate member of staff and HMRC. Otherwise we will not share any information about you with anyone else without asking your permission first.

The only exception to this would be if we were worried about your safety or the safety of someone else. We would tell you we were going to share this information unless we believed that telling you we were going to share your information would increase the risk.

If a DBS check is necessary for your role we will need to share your information with the Disclosure and Barring service, this is the information that you complete on the DBS form. You can read their privacy statement here <https://www.gov.uk/government/publications/dbs-privacy-policies>

We may occasionally share information about you to help publicise and promote Discovery, this might be photos of you while you are working for Discovery or nice things you have said about working for Discovery.

#### **Seeing the information we hold about you**

We are happy to show you the information we hold about you. If you want to see it please make your request in writing addressed to the Director, Discovery, Fulton House, Swansea University, Singleton Park, Swansea, SA2 8PP. Please also let us know if the information you have given us changes and needs to be updated.

**The legal bit**

General Data Protection Regulation 2018 sets out the reasons organisations are allowed to keep information. We keep your information because we have a contact with you and to fulfil our legal obligations as your employer. We need your specific consent to keep information about your health. By ticking the box below you are giving us permission to do this.

**Deleting the information we have about you**

We will delete the information we have about you 7 years after you stop working for Discovery.

If you would like any more information or have any queries about this please contact the Director